



The Frequent Filer

Electronic Filing Newsletter
For the U.S. Bankruptcy Court
Northern District of Iowa

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www.ianb.uscourts.gov

Iowa Northern Makes Move to “Mandatory”

Effective January 1, 2005, all attorneys admitted to the Iowa Northern bankruptcy bar (including those admitted *pro hac vice*) who file in excess of eleven (11) pleadings or other papers within a calendar year (excluding Proofs of Claim), will be required to register as Filing Users of the court's electronic filing system (CM/ECF). Additionally, the Court has entered an administrative order which authorizes the imposition of monetary sanctions against attorneys who either meet the criteria for electronic filing participation and fail to register, or registered Filing Users who continue to file by conventional means.

This "move to mandatory" comes shortly before our three year anniversary of the implementation of electronic filing. By the close of November 2004, five hundred twenty eight (528) participants had registered for use of the CM/ECF system, and electronic filing accounted for eighty three percent (83%) of all petitions filed within the Northern District.

In preparation for the January 1st deadline, the Iowa Northern Bankruptcy Clerk's Office increased the frequency of CM/ECF training classes throughout the months of September, October, November and December. According to the court's Training Specialist, Rebecca Hoefer, "Turnout and participation in the CM/ECF classes offered throughout the last quarter of 2004 were much greater than anticipated. Although the training schedule had practically doubled throughout the month, classes ran at near capacity each time they were offered."

More information on the mandatory aspects of the court's electronic filing initiative, including all

associated administrative orders and the updated Administrative Procedures for Electronic Filing, is available at the Iowa Northern CM/ECF Information Center at:

<http://www.ianb.uscourts.gov/ecf/index.asp>.

January PACER Fee Increase

Also effective **January 1, 2005**, the PACER Internet Access Fee will increase from seven cents per page to **eight cents per page**. Although the per page fee has increased, the total fee assessed for any document, docket sheet, or case-specific report remains "capped" (not to exceed the fee for thirty pages). *Note: Transcripts of federal court proceedings are not subject to the thirty-page fee limit.* As with previous Miscellaneous Fee Schedule releases, no fee is owed under the PACER fee provision until an account holder accrues charges of more than \$10 in a calendar year.

Attorneys of record and parties in a case continue to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer.

For more information on this fee increase, and to view the actual language from the Miscellaneous Fee Schedule amendments, visit the "News" page of the Iowa Northern web site.



Summary E-Mail Notifications Available

With the January 1, 2005 implementation of CM/ECF Version 2.6, the Iowa Northern Bankruptcy Court introduces the availability, once again, of summary e-mail notifications/electronic notices for all registered users of the system. This feature, available through some of the previous releases of CM/ECF, but not functioning in the current release, provides the option for registered users to receive “real time” electronic notification of filings in cases of interest throughout the day, or one summary e-mail, generated by the system overnight, which provides a listing of all notices of electronic filing in cases of interest to that particular user, generated in the previous day. Two of the greatest benefits to the summary e-mail notification option are:

- **Reduces “bombardment” of e-mails -** Some of our heavier filers have commented about a continuous and burdensome stream of electronic notices. The summary e-mail format resolves that issue.
- **Resolves “Local Form” Issue -** docket events that produce local forms for service generate the notice of electronic filing before the form is created. Therefore, the link provided in the “real time” e-mail notification is inactive. To regain the “one free look” capability/benefit for locally produced forms, a significant number of filers have elected the summary e-mail option. (By the time the summary e-mail is sent, all forms have been produced and all links are active.)

Anyone wishing to establish, or reinstate summary e-mail notification for cases of interest may contact the court’s IT Director, Kirk Leggott, at kirk_leggott@ianb.uscourts.gov.



Across the Wire - Tips for Successful E-Filing

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No, the Clerk’s office has not started cursing attorneys. We have recently discovered that the use of certain typographic symbols in pleadings/papers may cause problems in today’s electronic filing world. Documents containing these symbols may not print or display properly when converted to PDF format. By making one simple change to the “set-up” of your Adobe program, you can prevent such problems from occurring.

To make this change, follow these simple steps:

- Open your Word Processing program and type a few characters on the screen;
- Click on your printer icon (or click File on the main toolbar and select “Print”);
- Click on the drop down arrow to select Acrobat PDFWriter as your printer;
- Click on the Properties box;
- Select the "Font Embedding" tab;
- Put a check mark in the "Embed All Fonts" check box, then click on “OK.”

You can then close out of the print window without printing.

You will only have to effect this change in the Adobe properties once. From that point forward, you should not experience any difficulties embedding symbols into your PDF documents.

Good Luck!

Frequently Asked Questions

Listed below are some of the Frequently Asked Questions recently received about our CM/ECF System. Hopefully these will help to clear up any confusion that may still exist:

Why don't I have "Bankruptcy" and "Adversary" as options on the blue menu bar when I log into CM/ECF?

This problem indicates that you may have logged into PACER, not the court's CM/ECF System. Try logging out of PACER, and entering the filing password given to you by the bankruptcy court at the login screen.

"There's another attorney in our firm who needs to file something but isn't a registered e-filer. Can s/he use another attorney's login, since it's just a one-time filing?"

No. Each attorney must have their own login and password, and signatures on documents must match the name of the filer that displays on the docket text.

Internet Credit Card Payment FAQs

After I filed my pleading, why wasn't I presented with the pop-up window that allows me to pay my fee?

Chances are, you have a pop-up suppressor enabled on your internet browser. Because the Internet credit card payment option of CM/ECF utilizes pop-up windows, people who have pop-up suppressors enabled on their browsers may not be able to see payment screens at the end of their transactions. Try disabling your pop-up suppressor and see if that doesn't resolve the issue.

I received an email from the Court telling me I have an outstanding fee, but where do I go in the CM/ECF system to pay it?

Log into CM/ECF (using your ECF password, NOT your PACER password) and then click on the "Utilities" menu. Under Utilities, select "Internet Payments Due" and simply follow the prompts on the screen.

Okay, but when I go to the *Utilities* menu, "Internet Payments Due" isn't there for me to select.

This probably means that you need to clean out your browser's "Temporary Files" folder.

Netscape Users - Log out of CM/ECF, then, on the top Menu bar, select "Edit," then "Preferences" then "Clear History."

Internet Explorer Users - Log out of CM/ECF, then on the top menu bar, select "Tools" and then "Internet Options." This will launch the "Internet Options" window. In the "Temporary Internet Files" section, select the "Delete Files" button and then "OK" after the hourglass stops.

